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OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

RETURN TO
ED: Reports

FROM: Chief, Records Management & Distribution Branch

TO : Chief, General Services

SUBJECT : Weekly Report of Operations for the period ending
14 January 1953

A. Personnel On Duty Vacancies In Process

Office of Chief		0 ✓	0 ✓
Rcds. Mgt. Section		6 8	5 ✓
Rcds. Center Section		5 6	2 ✓
Mail Control Section		8 ✓	24
		19	31

25X1

1. No. on leave three days or more:
Records Mgt. Section 0
Mail Control Section 2 2
Records Center Sec. 0
2. No. on special detail out of office 5. How long:
Records Mgt. Section - 1 Full week
Records Center Sec. - 2 Full week
Mail Control Section - 2 Full week
3. Where: Four men in the Far East for microphotography work.
One man in Transportation Division as full time courier.
4. No. pending resignation, transfer and/or reassignment.
Records Management Section - 1
Records Center - 3 2
Mail Control - 9 ✓
5. Specific cases on item 4 not in previous reports. _____
_____ requested and was given a letter of availability dated 5 January 1953. This case was included in last week's count under item 4 but was not listed as a specific new case.
6. New appointments None. Recruited by Personnel None
Recruited by this office None.

B. Administration and Problems:

1. Mail Control Section: On 12 & 13 January, two of the 6 vehicles assigned to courier work were in the garage for repairs and no replacements were available. Several scheduled trips were delayed and a number of special trips could not be handled.

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To prevent any such future disruption in service, an effort will be made to assure the provision of replacement cars when repairs are necessary.

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Courier [] returned from an official trip [] on the train that was wrecked in the Union Station. He was unhurt and delivered his material on schedule.

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(1) Since the addition of the Alcott Hall stop to the Brief case schedule, we have been unable to make eight daily trips. (It is therefore planned to reduce) the schedule to seven daily trips.

noted *accordingly* *the by memo*
Records Management Section: (Attached is a copy of) a Personnel Director Memorandum in which the scope and administration of the Vital Material for that office is outlined. This memo has an attached schedule showing the title of records to be deposited and the disposal intervals. This type of memo and schedule is being proposed for issuance by all offices. The schedule will serve as a guide for necessary "follow-ups" when deposits are not made on time.

The office of Procurement and Supply has tentatively approved our recommendation for installing a mail control procedure and a standard filing system. The formal recommendations and the necessary procedures are now being prepared.

V Records Center: The "Copyfix" equipment was delivered and is now in operation. This will eliminate our need for sending old mats to the Printing and Reproduction Section for the production of supplemental distribution copies of information reports.

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APPENDIX B

Week ending 14 Jan. 1953

	<u>This Week</u>	<u>1st 6 Months</u>
1. Microfilming		
Images filmed-Rotary Camera	26,815	21,300
Flat-bed Camera	2,348	13,000
2. Records Center		
Records received for processing and storage	13	—
References to record material	121	220
Records material destroyed	0	—
3. Supplemental Distribution Center		
a. New material for Stock:		
Information Reports	610	549
Intelligence Reports	30	63
b. Supplemental Distribution:		
Information Reports	663	229
Intelligence Reports	169	160
Notices	7	54
Regulations	158	145
Others	30	14
c. Initial Distribution:		
Notices	4	3.8
Regulations	1	1.3
Others	1	.3
4. Mail Activities		
a. Post Office Mail		
Incoming	5,803	5,150
Outgoing	4,887	6,550
b. Postage expended	\$ 737.16	\$775.00
c. Scheduled Courier trips	206	220
d. Special Courier trips	73	33.4
e. Inter-agency mail by courier		
Incoming	1,188	770
Outgoing	1,733	1,275
f. Personnel actions:		
Recruitments	2	—
Separations	0	—
g. Use of Motor Pool Vehicles		
Available	2	—
Available but not used	1	—
Not available	3	—

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